



Planning

Meeting Name:	DES Safety Sub-Committee meeting	Dial-In Number:	WebEx: 1-888-729-9685 Attendee access code: 379 011 8
Date and Time:	Monday, Aug 26, 2013, 9AM to 10AM	Location:	3500 Industrial Blvd, West Sac, 2nd Floor, Room 231
Facilitator:	Cindy Garcia	Scribe:	Ofelia Bogdan
Attendees:	<input type="checkbox"/> Cindy Garcia <input type="checkbox"/> Tim Smith <input type="checkbox"/> Heidi Rooks <input type="checkbox"/> Scott Waller <input type="checkbox"/> Donald Guy <input type="checkbox"/> Allan Wong <input type="checkbox"/> Petra Lee <input type="checkbox"/> Ofelia Bogdan <input type="checkbox"/> Justin Heeb <input type="checkbox"/> Michal Koller <input type="checkbox"/> Steve San Julian		
Absent:	<input type="checkbox"/> Joanna Gonzales <input type="checkbox"/> Jason Moore <input type="checkbox"/> Mike Dempsey <input type="checkbox"/> Matt Hicks <input type="checkbox"/> Jason Kindopp <input type="checkbox"/> Josh Brown <input type="checkbox"/> Karen Gehrts		

Meeting Notes / Decisions Made

Topics		Discussion	Decision
1	Introductions	All -	
2	New Committee Name	Cindy – Hierarchy of DWR safety efforts - <ul style="list-style-type: none"> Steering Committee – DWR Executives & Divisions Chiefs. DWR Safety Committee – Michael Donlon's leads these monthly meetings. Includes a rep and an alternate from each division. DES Safety Sub-Committee – Heidi, Cindy, or Don lead these monthly meetings until the new DES Safety Officer arrives. 	There has been a re-structuring of the committees, but the duties are the same. <ul style="list-style-type: none"> Steering Committee- no changes. DWR Safety Committee- this replaces the Working Group Sub-Committee. Donald and Cindy will attend these meetings. DES Safety Sub-Committee- this is the name of the current meeting's group. Dean and Joanna to decide who to charge the time to (maybe ADMIN)?
3	Safety BCP Status	Heidi – <ul style="list-style-type: none"> New DES Safety Officer – Assistant Safety Engineer BCP to DOF by mid-Sept 	The BCP request for (1) position is in progress. It has received approval from the Resources agency and still waiting for further approvals.



			The Assistant Safety Engineer exam and position information is located in the Safety Folder/Associate Safety Engineer folder on the S-drive. (Exam is open for this position.)
4	Charter for the Safety Sub-Committee	Cindy - <ul style="list-style-type: none"> Discuss the draft Charter 	<p>The draft charter is saved in the Safety/Draft Charter folder on the S-drive.</p> <p>Please review and make any changes using the "track changes" option by the next month's meeting.</p>
5	Create Master List of Essential Training	Donald – <ul style="list-style-type: none"> Any additional areas required? 	<p>Donald will email the DES-Specialty Training List to everyone. He is working on compiling a list of additional training (besides the engineering and field service training). Please review the list and provide feedback. The list is also on the S-drive/Safety folder/Committees.</p> <p>Steve- wants to know if we can obtain training for the radios. Cindy said that she will look for her folder with radio contact information.</p> <p>Scott suggested another training support mechanism (besides classes)- a Safety Library. Books and dvd's to be available for new and current employees (supervisors can have a list of required items to review).</p>
6	Facilities Update	Joanna – <ul style="list-style-type: none"> We have new building owners 1400 Enterprise space available 	<p>Justin Heeb (for Joanna):</p> <p>Westcorp is the name of the new building owners. They seem to have a faster response time then the previous owners and the requisition process is the same.</p> <p>The 4194 form has been submitted to move to the 1400 Enterprise building- possibly in November 2013. Can accommodate 50-100 employees. Dean and Joanna will decide who will relocate.</p>
7	EAP Update	Donald – <ul style="list-style-type: none"> Draft diagrams sent to Graphics EAP is for the 3 Divisions that share our building 	<p>Plan to have a draft of the diagrams (and signage for the building- if needed, including maps of the floors/exits) for review at the September meeting.</p> <p>EAP holds meetings every 3rd Thursday of the month. Justin will forward the meeting request to Don.</p>
8	AECOM's feedback on Federal & State Safety Regulations and Safety Training Requirements	Cindy <ul style="list-style-type: none"> Saved in the network Safety folder: S:\Safety\AECOM Consultant Info\ DES Safety Project (Plan)_AECOM 	Ronn & Michael's comments are included- please review. Would like to have federal and state regulations cited.



		Training Comments_2013.docx	AECOM consultants- can use until December 2013 under the last task order. Heidi will research if the contract will be extended or renewed.
9	Other items?		<p>Scott- brought up the issue that the First Aid Safety kits should be inspected monthly. (And asked about the fire extinguishers and safety showers). Justin- said that they are supposed to be checked every time they are serviced.</p> <p>Scott- will email everyone a link of the safety item ordered- - to break window and cut seatbelt in case of water submerged vehicles.</p>
10	Schedule the next meeting	Sept 30 th from 9-10 AM, DES Library	

Action Items for today's meeting

Topic		Actions	Responsibility	Timeline	Status
1	Radio Equipment	Check with Robert Hamilton	Heidi Rooks	By Sept. meeting	
2	Radio Equipment	Check for the file folder	Cindy Garcia	By Sept. meeting	
3	Task Order 4	AECOM- Extend	Heidi Rooks	By Sept. meeting	
4	Safety Bulletin Board	Check with Facilities if possible to add to wall in lobby?	Justin Heeb	By Sept. meeting	
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